

## **City Budget Workbook Instructions**

Please read these instructions carefully. If after reviewing them you still have questions, call Rogers Brazier at 785.296.2846 or email to [armunis@da.ks.gov](mailto:armunis@da.ks.gov)

These are five budget workbooks for cities: City.xls, City1.xls, City2.xls, City3.xls, and City4.xls. Please use the budget workbook that corresponds to the number of funds that are used by your city. If you don't need all the fund pages in the workbook, leave the page number field on the non-used fund pages blank, and number the completed fund pages sequentially. When the page numbers are entered on the fund pages, the Certification Page will be updated.

This spreadsheet has a General Fund, General Fund Detail, Debt Service, Library, 4 Tax Levy Funds, Special Highway, 5 No Tax Levy Funds, 1 Single No Tax Levy Fund, 1 Non-Budgeted fund page which can hold 5 non-budgeted funds.

### **Submitting the Budget**

Budgets are required to be sent to the County Clerk **by August 25** of each year.

K.S.A. 79-2926 requires budgets to be submitted by electronic means. Contact your County Clerk for the specify instruction as to submission of the budget.

### **General Instructions**

The worksheets are named (see the tab) in each budget workbook. We will identify the worksheet by referencing the tab in parentheses (i.e. General Fund reference would be (general)).

**All dollar amounts should be rounded to whole dollars (do not record cents).**

Data can be entered into the green shaded area of the budget worksheets.

The yellowed shaded areas of the budget worksheets contain formulas or links which should not be changed, and are protected. Most errors occur because of information entered on the input pages. If you are experiencing a problem with a protected cell, first check to see how the information was entered on the input pages. If the information was entered correctly, and you still continue to experience problems, please contact us for assistance.

The blue areas indicated where the information comes from to complete the section input.

Red areas are for notes or indicate a problem area that will need possible corrective action taken.

To print the spreadsheets, you can either print one sheet at a time or all of the sheets at once.

### **Computer Spreadsheet Preparation**

1. The information needed for the Input Prior Year Sheet (inputPrYr) comes directly from last year budget. After the information has been entered, please verify the data is correct. If at a later date, it is determined the information is incorrect, correct the information on this page, not the fund page.

1a. On line 2- 'Enter City Name' - In the green area, please start with "**City of**" then the name of the city. The green area will expand and accommodate the city name.

1b. Dates for the entire budget workbook is controlled by the year entered into the "Enter year being budgeted (YYYY)" field. If you find a date that is not correct for the budget being submitted, please contact us for assistance.

1c. Next to the last year Ad Valorem Taxes column, column added, 'Amounts used in lieu of last year ad valorem taxes'. If you would like to adjust the previous year ad valorem due to delinquency in taxes to show a more actual amount of taxes received, you can key in the percentage in the green box which will calculate new ad valorem taxes to be used for the current budgeted year. The new amounts will be linked to the applicable tax levy fund pages. This is not required to be used and the original ad valorem taxes will be linked to the applicable fund pages.

2. The information entered into the Input Other (inputOth) worksheet is obtained from the County Clerk, County Treasurer, League of Municipalities "Budget Tips", and the budget from two years ago(the year for actual column of current budget). After the information has been entered, please verify the data is correct.

2a. Enter the Computation of Delinquency information. Please note that K.S.A. 79-2930 states that such allowance shall not exceed by more than 5% the percentage of delinquency for the preceding tax year. Such allowance is not mandatory, but may be used if the municipality wishes. The delinquency rate will be applied to all tax levy fund pages.

2b. If the city chooses not to use the delinquency rate for all tax levy funds, then the city must delete the rate from those funds. First step, go to the fund tab the fund not requiring the delinquency rate, take the protection off the sheet by going to the 'Tools' and scrolling down to 'Protect' slide to right to 'Unprotect' and press enter. Next, go to the delinquency rate cell and press 'delete' key and put the protection back on by going to 'Tools' and scrolling down to 'Protect Sheet' and press the 'OK' button. Go to the next fund tab and complete the same steps.

3. The 'inputBudSum' tab is used to place information on the Budget Summary. On this tab you will need to key in the following information: Name of Person presenting the budget, Title of Person, date the budget hearing will be held, time of the hearing, location of the budget hearing, and a place whereas the taxpayers can obtain a copy of the budget.

3a. **Note:** There must be at least 10 days between when the Notice of Budget Hearing is printed and when the hearing is to be held. To be in compliance with K.S.A. 79-2929, it's **critical** to have at least 10 days between publication and hearing, but also to provide the date, time, and location of the hearing.

3b. Once a date has been entered in the Date block, the following statement will appear: 'Latest date for notice to be published in your newspaper'. Please ensure to take into consideration as to when your newspaper is published when arriving at the hearing date.

4. The information contained on the Certificate Page (cert) is the result of links from the fund and input pages . If there is incorrect information on the Certificate Page, do not correct the Certification Page, but rather correct the fund or input page that links the information to the Certificate Page. If you can not correct the error, please call us for assistance.

4a. If someone other than a municipal employee assists in preparing the budget, please enter the person's or firm's name and address in the area provided.

4b. The certificate page has a statement "Notice of the vote to adopt required . . . ?" which will either show "yes" or "no." This statement compares the certificate page total ad valorem tax amount to the amount on line 18 of the computation to determine limit page. If a "yes" appears a notice of the vote to adopt the budget will need to be published in the official county newspaper and a copy of such publication must be attached to the budget. No action is required if a "no" appears.

4c. If the city has a library, then in the Certificate page will show under the 'Table of Contents:' a new table is required. The new table is named: 'Computation to Determine State Library Grant' which found on the "Library Grant" tab. The State Library will use the "Library Grant" tab to authorize a grant to the library. This tab must be printed and attached to the budget that is submitted to the County Clerk. No action is taken if the city does not have a library and will not appear on the Certificate page.

5. The majority of information on the computation to determine limit page comes from data on the input other page (inputOth) and the debt service page (DebtSvs). If there is incorrect information on the computation page please correct the source of the information (inputOth page or DebtSvs page). If you are unable to correct the error please call us for assistance.

5a. **Note:** K.S.A. 79-2925b provides that the property tax levied to pay principal and interest upon bonded indebtedness, temporary notes, and no-fund warrants, shall not be included in the comparison between the current budget year total levy and the budget year total levy. If the city wants to include the debt service levy for temporary notes and no-fund warrants (shown on fund page(s) other than the debt service fund page and not automatically linked to the computation to determine limit page) lines 2 and 14 will need to be changed, manually, to include the additional levy amount in the max levy computation. In order to do this the protection must be taken off of the page and the amounts changed. You are not required to utilize the additional levy amounts as a part of the computation to determine the max levy amount.

5b. Complete and print the published notice option utilized if the max levy is exceeded and have it published. Attach the publication to the budget.

6. Motor Vehicle Allocation (Mvalloc) information comes from the input pages (inputPrYr and inputOth). Once calculated, the motor allocation information are linked to the applicable fund pages. If information concerning the table are not correct, please do not change the table, but rather correct the information on the input worksheets.

7. The Schedule of Transfers (transfers) is completed from the individual completed fund pages. Be sure to provide the statute that authorizes the transfer. If 'Home Rule' is applied, then provide the chartered ordinance number in place of the statute. Before submitting the budget, suggest printing off the Schedule of Transfers page and tracing entries to each fund page.

7a. Transfers total are at the bottom of the schedule which are linked to the Budget Summary page.

7b. Adjustments are made for only those non-budgeted expenditure transfers appearing in the current and/or proposed columns of the schedule and do not have expenditures shown in the Budget Summary current and proposed columns. These types of transfers are not truly an expenditure at this time and as such an adjustment is needed to show the taxpayers the actual expenditures for the municipality.

7c. TransferStatutes tab provides statute reference for transfers which are not already identified.

8. Statement of Indebtedness (debt) must show all the debt owed or proposed to be issued. The general obligation and revenue bond totals for the budget year is linked to the Budget Summary. **If the city does not have any debt, then enter 'None' on the first line.**

9. Statement of Conditional Lease, Lease-Purchases and Certificate of Participation (lpform) must be completed for all transactions which the city intends to own the equipment. Principal Balance Due for the actual year is linked to the Budget Summary. **If the city does not have any leases, then enter 'None' on the first line.**

10. Library Grant tab is linked with the Library fund page. This table information comes directly off the Library fund page and Budget Summary page which is used to determine if the municipality qualifies for a State grant. If qualify, then the Library fund page will indicate 'Qualifies for State Library Grant' and if not, then indicates to 'See 'Library Grant' tab for further assistance. If the Library fund page is used, then the Certificate page will reflect in the Table of Contents the requirement of 'Computation to Determine State Library Grant' which **is required** to be attached to the budget. For those printing paper copies of the budget, only the table will be printed off. Please note: For those you do not have a Library fund page, no action is required and the table does not become part of the budget.

11. The spreadsheet has individual fund sheets for General Fund (general), Debt Service and Library levy fund (DebtSvs-Library), four levy pages (levy page8 and levy page9), Special Highway Fund (SpecHwy), five no levy fund pages (no levy page11, no levy page12, and one fund below on Special Highway), and one single no levy fund page (Sinnolevy 14). Only complete the fund pages needed. When the fund pages are completed, the totals will be shown on the Certificate and Budget Summary pages.

11a. General Fund page and General Fund Detail page number is no longer set. Once the number is entered on the General Fund, then the page number is linked to the General Fund Detail page. If the municipality has a Library Fund, the Library Grant page becomes number 7 and the General Fund page would be numbered 8, otherwise the General would be 7.

11b. On all tax levy fund pages, we have placed '*Projected Carryover*' for the proposed budgeted year. The carryover table provides a little insight as what the projected cash might be using figures from the budget being submitted. Please keep in mind that the figures used are only estimates and if the actual receipts or expenditures vary, then the project cash carryover will be affected. Be advised that the delinquent taxes are not included in the projected carryover as they have a major impact on the '*Desired Carryover*' table.

11c. On all tax levy fund page, we have placed '*Desired Carryover*' which you can place a desired carryover amount and the table will show the mill rate impact along with the expenditure adjustments required to reach the desired carryover. **Note:** if a delinquency rate is used, the table might have you do several adjustments to get the desired result or close to the desire amount.

11d. On all tax levy fund pages, we have placed '*Mill Rate Comparison*' table so you can compare the propose fund mill rate to the current fund mill rate and compare the total proposed mill rate to the total current mill rate. These figures are provided to assist with the determining appropriate mill rate for the proposed budgeted year.

11e. General Detail page (general-detail) is used to show detail expenditures for the General Fund Departments. If used, you will need to input each department name and expenditures and then input the department name and total expenditures on the General Fund page. NO department transfers should be shown on the detail page. Transfers for the departments with like transfers should be added together and then shown on the General Fund page as single line items. For example: if several departments have a transfer for equipment reserve, the total of all equipment reserve transfers shown be shown on the General Fund page as 'Transfer to Equipment Reserve' for each budgeted year.

11f. Each tax levy fund will have an expenditure for the neighborhood revitalization. You will only need to input the rebate amounts for the **actual and current year**. The proposed budget year amount will be computed for you. Please see **step 13** for instructions for the neighborhood revitalization rebate for the proposed budget year.

11g. Each fund page has a 'Miscellaneous' receipt and expenditure line item. Once an amount has been entered into the block for actual/current/proposed columns, the amount will be compared with either total expenditures or total receipts to determine if it exceeds the 10% Rule for K.S.A. 79-2927. If the amount **exceeds** the 10% Rule, the block will turn red, the amount bolded, and a red statement will appear 'Exceed 10% Rule'. In order to remove the statement and return the block to normal, you must reduce the amount to either 10% or less. **Note**: the proposed column miscellaneous receipt also takes into consideration the amount of ad valorem taxes in determining the 10% Rule.

11h. The Debt Service fund page (DebtSvs-Library) can contain all debts owe by the city and the amounts should agree with the Statement of Indebtedness amounts. Debts that are pledged from a revenue stream should have enough funds transferred into the Debt Service fund to cover the bond principle and interest for these debts. **Note**, the debts pledged from revenue streams are not required to be included in the Debt Service fund page, but can be paid from the fund the revenue stream is located in. Additionally, if the city has No Fund warrants, these can be included in the Debt Service fund page and levy taxes for this debt. **Note**, No Fund warrants are not required to be included in the Debt Service and may still have a Tax Levy Fund page to account for them if the city desires.

11i. The Single No Tax Levy Fund page (Sinnolevy 14) is for a fund that has numerous lines for receipts or expenditures that does not fit on one of the other no levy pages. Additional lines may be added as needed.

11j. The non-budgeted pages (nonbud) holds 5 non-budgeted funds. The non-budgeted funds are only required to show the actual year receipts and expenditures. The expenditures total will only be linked to the Budget Summary page and Certificate page will list the fund name (non-budgeted funds). Normally, the unencumbered cash balance should end with a positive cash balance, but if it ends with a negative, then the spreadsheet will indicate the negative balance by having 'See Tab B' under the unencumbered cash balance.

11k. The non-budgeted pages in the last column, the last two boxes should have the same figures as the last box take totals from the right side with the next to last box takes totals from the bottom.

11l. All levy fund pages have a Non-Appropriated Balance block. K.S.A. 79-2927 allows the city to enter an amount **not to exceed 5%** of the total expenditures for each fund. The Non-Appropriated Balance block is not mandatory to have an amount entered. If the amount entered in the block exceeds the 5%, a warning "Exceeds 5%" will appear and the block will turn red.. In order to remove this warning message, you must reduce the non-appropriated figure.

11m. Each fund after the "unencumbered cash bal dec31", will show the budget authority expenditure amount. A comparison is made between the budget authority for the actual year and the actual total expenditures for the actual year as shown in the budget. If the total expenditures exceed the budget authority amount, then a "**See Tab A**" appears to indicate a possible violation. Another comparison is made for the unencumbered cash balance dec 31 to determine if the fund ended with a negative cash balance and if so, then a "**See Tab B**" will appear for the possible violation.

11n. A comparison is made between the budget authority for the current year and total expenditures for the current budget expenditures as shown in the budget. If the current year adjusted expenditures are more than the budget authority, then a possible violation has occurred and red '**See Tab C**' will appear and expenditure block turns red. Another comparison is made for the unencumbered cash balance dec 31 to determine if the fund ended with a negative cash balance and if so, then a "**See Tab D**" will appear for the possible violation.

11o. All no-tax levy fund pages for the proposed budget year will have an edit on the unencumbered cash balance. If the cash balance is negative, then the block turns red and statement '**See Tab E**' will appear.

12. Budget Summary (summ) should link the information from other worksheets. If you find information which is not correct, please go to the worksheet from which the information is linked, and take corrective action. If you can not correct the error, please contact us for assistance.

12a. The 'inputBudSum' tab is used to place information on the Budget Summary. On this tab you will need to key in the following information: Name of Person presenting the budget, Title of Person, date the budget hearing will be held, time of the hearing, location of the budget hearing, and a place whereas the taxpayers can obtain a copy of the budget.

12b. At the bottom of the page is a green shaded area, enter the page number.

12c. The table '*Estimated Value Of One Mill*' to show what 1 mill rate would generate in dollars for the municipality.

12d. Tables '*What The Mill Rate The Same As*' and '*Impact On Keeping The Same Mill Rate*', that shows the impact if the previous mill rate is used for the proposed budgeted year. To achieve this mill rate, the tax levy fund expenditures will need to be changed by the amount shown. Depending upon the number of tax levy funds involved, the change can be made to one fund, combination of funds, or all of the tax levy fund expenditures. Note: If a delinquency rate is used on the tax levy fund pages, the table might have you do several adjustments to get the desired result or close to the desire amount. Also please note, this table **is not** required to be used, but as a tool to assist in budgeting.

12e. The table '*What Mill Rate Would Be Desired*', whereas a municipality can create a desired mill rate. If a municipality has future plans to make a large purchase, project, or just would like a little more unencumbered cash balance, this table will show the amount of ad valorem taxes needed to reach its needs and amount of adjustments to the tax levy fund expenditures to reach this desired mill rate. This table could also be used to see the impact if the municipality would like to lower the mill rate. To use this table, simply enter in the green area the desired mill rate. Note: If a delinquency rate used on the tax levy fund pages, the table might have you do several adjustments to get the desired result or close to the desired amount. Also please note, this table is not required to be used, but as a tool to assist in budgeting.

12f. Before printing, review the form to ensure all the information is provided and the figures are correct. Print the page, have official sign it, and take to the local newspaper for printing. For those municipalities that are electronically sending the summary to the newspaper, you can type in the official name before sending. Please note: Signing the document is **desired**, but not signing will not cause the municipality to reprint.

12g. Once the 'Notice of Budget Hearing' has been printed in the local newspaper, please review the notice to ensure the information was correctly printed and readable. If the information is not correct, the Notice may need to be republished, and may delay the submission of the budget to the County Clerk. If this occurs and causes you to miss the August 25 deadline, please contact your County Clerk to inform them of the delay.

13. Neighborhood Revitalization (nhood) should be completed **only after** all tax levy fund pages been completed and the levy rates have been computed on the Budget Summary page. You will need to either print the Budget Summary page or write down the dollar amount of ad valorem needed for each tax levy fund. The ad valorem amounts for each fund will then be input in the neighborhood revitalization table. The table will then compute the approximate amount of rebate and link to each tax levy fund page. This will cause each tax levy fund to have an entry in the neighborhood revitalization expenditure block, increase the total expenditures amount, recomputed the ad valorem needed, and link the new amount to the Budget Summary page.

13a. **Warning**, if you had already set the ad valorem taxes so that they were equal to or below the max amount for ad valorem without passing an ordinance, then the neighborhood revitalization rebate might cause the ad valorem tax amount to exceed the max levying amount. If so, you have three options, accept the rebate expenditures and pass the ordinance, or accept the rebate expenditures and reduce other expenditures to come back under the max amount for levying, or lastly, not use the rebate expenditures by deleting the ad valorem taxes that were keyed into the Neighborhood Revitalization Table.

13b. **Note**: You are not required to use the Neighborhood Revitalization Table and may continue doing the way you have in the past. The table can be used to know approximate amount of the rebate so that you will have an idea of the amount of ad valorem taxes you will not be receiving.

13c. **Note: If you do not have Neighborhood Revitalization, this step is not done.**

14. Before submission of the budget to the County Clerk, please review the entire document and verify that all amounts are correct. In addition, the Certificate Page needs to be signed by at least one member of the governing body (signatures of the entire governing body is preferred, but not mandatory).

15. How to Unprotect. All pages within the budget spreadsheet are protected. We protect the spreadsheets so that the links and formulas are kept in place. The protection can be taken off to increase lines or add additional information to the individual spreadsheet.

15a. If you have an older version of excel whereas 'Tools' is one of the excel heading. To remove the protection, place the cursor on the cell that is protected, go to the 'Tools' heading with your mouse and click on it, slide down where it shows 'Unprotect' and click on it. The cell is now unprotected and you can make your changes. Once all changes are completed for that spreadsheet, put the protection back on by clicking on 'Tools', slide down to 'Protect' and click on it, a box will appear and press the 'OK' button. Now the spreadsheet is protected again.

15b. If you have the newer version of excel with headings; Home, Insert, Page Layout, Formulas, etc. To unprotect the spreadsheet, move your mouse to the cell that is protected, click on heading 'Home', move mouse to heading 'Cells' and click on 'Format', slide the mouse down to 'Unprotect' under 'Protect' heading and click. Now the cell is unprotected and you may make your changes. Once all changes are completed for that spreadsheet, put the protection back on by following the steps except the last step by selecting 'Protect' which a box will appear and press the 'Ok' button. Now the protection is back on for that spreadsheet.

**Input Sheet for City Budget Workbook**

Enter city name ("City of \_\_\_\_"):

City of Morland

Enter county name followed by "County":

Graham County

Enter year being budgeted (YYYY):

2017

Enter the following information from the sources shown. This information will flow throughout the budget worksheets to the appropriate locations.

**Note: All amounts are to be entered as whole numbers only.**

The input for the following comes directly from the 2016 Budget, Certificate Page:

\*If amended, then use the amended figures.\*

Fund Names:	Statute	2016 *Expenditures*	2015 Ad Valorem Tax
General	12-101a	138,319	42,110
Debt Service	10-113	17,550	10,381
Library	12-1220		

Fund name for all funds with a tax levy:

Employee Benefits	12-16,102		

Total Ad Valorem Tax Levy Funds for 2016 Budgeted Year

52,491

Other (non-tax levy) fund names:

Special Highway	18,477
Water Utility	142,159
Sewer Utility	26,664
Gas Line Utility	185,600

Single No Tax Levy Fund:

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Total Expenditures for 2016 Budgeted Year

528,769

Non-budgeted funds:

1	Gas Reserve
2	Sewer Reserve
3	Water Reserve
4	Capital Improvements
5	Utility Deposits

The input for the following comes directly from the 2016 Budget, Budget Summary Page

2014 Tax Rate  
(2015 Column)

General	57.383
Debt Service	13.155
Library	
Employee Benefits	
0	
0	
0	

Total

70.538

Total Tax Levied (2015 budget column)

49,100

Assessed Valuation (2015 budget column)

703,944

**Note: All amounts are to be entered as whole numbers only.**

<b>From the County Clerk's Budget Information</b>	
Total Assessed Valuation for 2016	697,274
New Improvements for 2016	
Personal Property - 2016	18,963
<b>Territory Added: (Current Year Only)</b>	
Real Estate	
State Assessed	
New Improvements	
Property that has changed in use for 2016	
Personal Property - 2015	20,979
Gross earnings (intangible) tax estimate for 2017	
Neighborhood Revitalization	

Actual Tax Rates for the 2016 Budget:

<b>Fund</b>	<b>Rate</b>
General	59.795
Debt Service	14.744
Library	
Employee Benefits	
0	
0	
0	
Total	74.540

Final Assessed Valuation from the November 1, 2015 Abstract 704,067

<b>From the County Treasurer's Budget Information - Budget Year Estimates</b>	
Motor Vehicle Tax Estimate	6,465
Recreational Vehicle Tax Estimate	101
16/20 M Vehicle Tax Estimate	388
Commercial Vehicle Tax Estimate	810
Watercraft Tax Estimate	
LAVTR	
City and County Revenue Sharing	

#### Computation of Delinquency

Actual Delinquency for 2014 Tax - (e.g. rate .01213 = 1.213%; key in 1.2)

Delinquency % used in this budget will be shown on all fund pages with a tax levy\*\* 2.1%

\*\***Note:** The delinquency rate can be up to 5% more than the actual delinquency rate from the previous year.

<b>From the League of Municipalities' Budget Tips (Special City and County Highway Fund)</b>	
2017 State Distribution for Kansas Gas Tax	3,970
2017 County Transfers for Gas***	
Adjusted 2016 State Distribution for Kansas Gas Tax	4,010
Adjusted 2016 County Transfers for Gas***	

\*\*\***Note:** Only used when a portion of the County monies are distributed to the Cities under the provisions of K. S. A. 79-3425c

<b>From the 2015 Budget Certificate Page</b>	
Funds	2015 Expenditure Amounts Budget Authority
General	123,679
Debt Service	21,268
Library	
Employee Benefits	4,757
0	
0	
0	
Special Highway	14,380
Water Utility	118,227
Sewer Utility	22,432
Gas Line Utility	166,492
0	
0	
0	

Note: If the 2015 budget was amended, then the expenditure amounts should reflect the amended expenditure amounts.

January

This tab will put the date and time and location of the budget hearing on the Budget Summary page. Also, provide the location where as the budget can be reveiwed. Please input information in the green areas.

Official Name:

Official Title:

Date:

Must be at least 10 days between date published and hearing held.

Latest date for notice to be published in your newspaper: August 5, 2016

Time:

Location:

Available at:

February

March

April

May

June

July

August

September

October

November

December

**Examples**

Official Title: City Clerk, City Treasurer, Mayor

Date: August 12, 2010

Time: 7:00 PM or 7:00 AM

Location: City Hall

Available at: City Hall

August

J8

August 5, 2016

8

5

2016

2017

**CERTIFICATE**

To the Clerk of Graham County, State of Kansas

We, the undersigned, officers of

**City of Morland**

- certify that: (1) the hearing mentioned in the attached publication was held;  
(2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2017; and  
(3) the Amount(s) of 2016 Ad Valorem Tax are within statutory limitations.

		Page No.	2017 Adopted Budget		
			Budget Authority for Expenditures	Amount of 2016 Ad Valorem Tax	County Clerk's Use Only
<b>Table of Contents:</b>					
Computation to Determine Limit for 2017		2			
Allocation of MVT, RVT, and 16/20M Veh Tax		3			
Schedule of Transfers		4			
Statement of Indebtedness		5			
Statement of Lease-Purchases		6			
<b>Fund</b>	<b>K.S.A.</b>				
General	12-101a	7	103,424	42,163	
Debt Service	10-113	8	17,559	11,893	
Library	12-1220	8			
Employee Benefits	12-16,102	9			
		9			
Special Highway		10	14,462		
Water Utility		10	135,560		
Sewer Utility		11	49,147		
Gas Line Utility		11	191,023		
Non-Budgeted Funds		12			
<b>Totals</b>		xxxxxx	511,175	54,056	
Resolution required? Notice of the vote to adopt required to be published?			No		County Clerk's Use Only
Budget Summary		13			
Neighborhood Revitalization					Nov 1, 2016 Total Assessed Valuation

Assisted by:  
ATC Accounting

Address:  
PO Box 267  
Phillipsburg, Kansas 67661  
Email:  
leland.orr@ATCaccounting.com

Date Attested: \_\_\_\_\_, 2016

County Clerk

Governing Body

City of Morland

2017

**Computation to Determine Limit for 2017**

**Amount of Levy**

1. Total tax levy amount in 2016 budget	+ \$	52,491
2. Debt service levy in 2016 budget	- \$	10,381
3. Tax levy excluding debt service	\$	42,110

**2016 Valuation Information for Valuation Adjustments**

4. New improvements for 2016 :	+ _____	0
5. Increase in personal property for 2016 :		
5a. Personal property 2016	+ _____	18,963
5b. Personal property 2015	- _____	20,979
5c. Increase in personal property (5a minus 5b)	+ _____	0
		(Use Only if > 0)
6. Valuation of annexed territory for 2016 :		
6a. Real estate	+ _____	0
6b. State assessed	+ _____	0
6c. New improvements	- _____	0
6d. Total adjustment (sum of 6a, 6b, and 6c)	+ _____	0
7. Valuation of property that has changed in use during 2016 :	+ _____	0
8. Total valuation adjustment (sum of 4, 5c, 6d & 7)		0
9. Total estimated valuation July 1, 2016	_____	697,274
10. Total valuation less valuation adjustment (9 minus 8)		697,274
11. Factor for increase (8 divided by 10)		0.00000
12. Amount of increase (11 times 3)	+ \$ _____	0
13. 2017 budget tax levy, excluding debt service, prior to CPI adjustment (3 plus 12)	\$ _____	42,110
14. Debt service levy in this 2017 budget		11,893
15. 2017 budget tax levy, including debt service, prior to CPI adjustment (13 plus 14)		54,003
16. Consumer Price Index for all urban consumers for calendar year 2015		0.125%
17. Consumer Price Index adjustment (3 times 16)	\$ _____	53
18. Maximum levy for budget year 2017, including debt service, not requiring 'notice of vote publication' or adoption of a resolution prior to adoption of the budget (15 plus 17)	\$ _____	54,056

If the 2017 adopted budget includes a total property tax levy exceeding the dollar amount in line 18 you must, prior to adoption of such budget, adopt a resolution authorizing such levy and, subsequent to adoption of such budget, publish notice of vote by the governing body to adopt such budget in the official county newspaper and attach a copy of the published notice to this budget.

In no event will such resolution or published notice of the vote be required if the total budget year tax levy is \$1,000 or less.





City of Morland

2017

**Schedule of Transfers**

<b>Expenditure Fund Transferred From:</b>	<b>Receipt Fund Transferred To:</b>	<b>Actual Amount for 2015</b>	<b>Current Amount for 2016</b>	<b>Proposed Amount for 2017</b>	<b>Transfers Authorized by Statute</b>
General	Capital Improvements	6,500	6,500	6,500	12-1,118
Gas Utility	Gas Reserve	2,400	2,400	2,400	12-825d
Sewer Utility	Sewer Reserve	2,400	2,400	2,400	12-825d
Gas Utility	Utility Deposit	2,400			12-825d
Water Utility	Water Reserve	2,400	2,400	2,400	12-825d
	<b>Totals</b>	16,100	13,700	13,700	
	<b>Adjustments*</b>				
	<b>Adjusted Totals</b>	16,100	13,700	13,700	

\*Note: Adjustments are required only if the transfer is being made in 2016 and/or 2017 from a non-budgeted fund.

## **Transfers - Cities**

**K.S.A. 2-1318. Transfer to noxious weed capital outlay fund.** Any moneys remaining in the noxious weed eradication fund at the end of any year for which a levy is made may be transferred to the noxious weed capital outlay fund.

**K.S.A. 10-117a. Transfer from debt service fund.** Whenever all bond issues have been completely retired the governing body may transfer to the general fund the unexpended balance in the debt service fund.

**K.S.A. 12-110d. Transfer to special ambulance or emergency medical service equipment fund.** May transfer annually any funds received from a tax levy specifically authorized to be made for ambulance or emergency medical service, to a special reserve fund for replacement of ambulance or emergency medical service equipment.

**K.S.A. 12-1,117. Transfer to equipment reserve fund.** To finance new and replacement equipment moneys may be budgeted and transferred to an equipment reserve fund from any source which may be lawfully utilized for such purposes.

**K.S.A. 12-1,118. Transfer to capital improvements fund.** Authorizes transfers to the capital improvements fund from the general fund and from other city funds lawfully available for improvement purposes.

**K.S.A. 12-1,119. Transfer to street and highway fund.** Moneys in the general or other operating funds of the city budgeted for street and highway purposes may be transferred of to the consolidated street and highway fund.

**K.S.A. 12-631o. Transfer to sewerage reserve fund.** Authorizes the transfer of sewer system revenue to a sewer system reserve fund for the future maintenance and operation of its system and for the construction of improvements and expansions to such system.

**K.S.A. 12-631p. Transfer from sewerage system reserve fund.** Allows the retransfer of sewerage system reserve fund dollars to the fund from which it was originally transferred.

**K.S.A. 12-6a16. Transfer from fund for special improvements.** Authorizes a separate fund for each improvement or combination of improvements to be credited with the proceeds from sale of bonds and temporary notes and any other moneys appropriated thereto, and upon completion of the improvement the balance, if any, shall be transferred and credited to the city bond and interest fund.

**K.S.A. 12-825d. Transfer from utility fund.** Surplus revenue derived from a utility may be transferred to the general fund or any other fund or such surplus, in whole or in part, may be set aside in a depreciation reserve fund of the utility.

**K.S.A. 12-16,102. Transfer to employee benefits contribution trust fund.** May transfer to employee benefits trust fund from any source that may be lawfully utilized for the purposes stated in the ordinance or resolution creating such trust funds, including transfers from employee benefit funds established for other postemployment benefits.

**K.S.A. 12-17,118. Transfer to and from neighborhood revitalization fund.** Authorizes transfers to a neighborhood revitalization fund from any source which may be lawfully utilized to finance redevelopment of designated revitalization areas and dilapidated structures and to provide rebates such purposes.

**K.S.A. 12-2615. Transfer to risk management reserve fund.** To cover costs relating to any uninsured loss moneys may be paid into a risk management reserve fund or special reserve fund from any source which may be utilized for such purposes, including transfers from the general fund, in reasonable proportion to the estimated cost of self insuring the risk losses covered by such funds.

**K.S.A. 13-1269. Transfer from certain utility funds by cities over 100,000.** Authorizes transfers to governmental operating funds from operating revenue of electric-light and water utilities. Utilities must not have GO bond debt; or, if GO bond debt exists, debt service fund must be adequately capitalized. Limitations per K.S.A. 13-1271, 13-1272 on amounts that may be transferred.

**K.S.A. 13-1270. Transfer to debt service fund from certain utility funds by cities over 100,000.**

Cities with more than 100,000 in population may transfer operating revenue of electric-light and water utilities to debt service funds moneys sufficient to pay outstanding general obligation bond principal and interest.

**K.S.A. 13-14b12. Transfer to hospital special improvement fund.** The board may transfer annually such amounts as it deems advisable to a special improvement fund to be used for the purpose of purchasing major items of equipment and making capital improvements to the hospital. The amount on hand in such fund shall at no time exceed [\$250,000].

**K.S.A. 14-568. Sewer Fund Surplus Transfers to Sinking Fund and General Fund.** Surplus revenue in the sewer fund it shall be semi-annually transferred to a sinking fund and, when such surplus fund is not needed for operations or bonded indebtedness, it may be transferred to the general fund.

**K.S.A. 14-2004. Transfer by certain cities to a park land acquisition fund.** Authorizes second class cities with the commission-manager form of government to establish a park land acquisition fund and to transfer up to \$5,000 a year from its general fund to such fund to acquire land for park purposes. Not more than \$25,000 shall be accumulated in said fund at any time.

**K.S.A. 44-505f. Transfer to worker's compensation reserve fund.** Where a city chooses to act as a self-insurer under the worker's compensation act it is authorized to make transfers to a worker's compensation reserve fund from any other funds in reasonable proportion to the estimated cost of providing benefits to employees compensated from such funds.

**K.S.A. 68-141g. Transfer to special machinery or equipment fund.** Authorizes an annual transfer, not to exceed 25%, from the road, bridge or street fund to a special road, bridge or street building machinery, equipment and bridge building fund.

**K.S.A. 68-590. Transfer to special highway improvement fund.** Authorizes the transfer each year from the fund or division thereof budgeted for roads, bridges, highways or streets an amount not to exceed 25% of such fund to a special highway improvement fund.

**K.S.A. 79-2958. Transfer from closed tax levy fund.** Whenever there shall remain in any fund moneys received from the levy of a tax, after all obligations of such fund have been fully paid, the treasurer shall close out the fund and credit the excess to the general fund. Should any back taxes for such levy afterwards be received by the taxing subdivision, it shall be credited to the fund for general purposes.

City of Morland

2017

**STATEMENT OF INDEBTEDNESS**

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amt Outstanding Jan 1, 2016	Date Due		Amount Due 2016		Amount Due 2017	
						Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:											
Streets	4/19/2011	4/27/2021	4.00	118,000	76,279	4/27	4/27	3,051	11,489	2,592	11,957
<b>Total G.O. Bonds</b>					<b>76,279</b>			<b>3,051</b>	<b>11,489</b>	<b>2,592</b>	<b>11,957</b>
Revenue Bonds:											
<b>Total Revenue Bonds</b>					<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other:											
<b>Total Other</b>					<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Indebtedness</b>					<b>76,279</b>			<b>3,051</b>	<b>11,489</b>	<b>2,592</b>	<b>11,957</b>

City of Morland

2017

**STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION\***

Items Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance As Beginning of 2016	Payments Due 2016	Payments Due 2017
None							
<b>Totals</b>					<b>0</b>	<b>0</b>	<b>0</b>

\*\*\*If you are merely leasing/renting with no intent to purchase, do not list--such transactions are not lease-purchases.



City of Morland

2017

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget <b>Debt Service</b>	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	11,639	7,071	4,370
Receipts:			
Ad Valorem Tax	9,190	10,381	xxxxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax	727	1,320	1,279
Recreational Vehicle Tax	15	35	20
16/20M Vehicle Tax	48	75	77
Commercial Vehicle Tax		38	160
Watercraft Tax			0
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
<b>Total Receipts</b>	<b>9,980</b>	<b>11,849</b>	<b>1,536</b>
<b>Resources Available:</b>	<b>21,619</b>	<b>18,920</b>	<b>5,906</b>
Expenditures:			
Principal	11,055	11,489	11,957
Interest	3,493	3,051	2,592
Commission and Postage		10	10
Cash Reserve			3,000
Cash Basis Reserve (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
<b>Total Expenditures</b>	<b>14,548</b>	<b>14,550</b>	<b>17,559</b>
Unencumbered Cash Balance Dec 31	7,071	4,370	xxxxxxxxxxxxxxxxxx
2015/2016/2017 Budget Authority Amount:	21,268	17,550	17,559
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			17,559
Tax Required			11,653
Delinquent Comp Rate: 2.1%			240
Amount of 2016 Ad Valorem Tax			11,893

Adopted Budget <b>Library</b>	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Ad Valorem Tax		0	xxxxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Resources Available:</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenditures:			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxxxxx
2015/2016/2017 Budget Authority Amount:	0	0	0
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			0
Tax Required			0
Delinquent Comp Rate: 2.1%			0
Amount of 2016 Ad Valorem Tax			0

Qualifies for 5

City of Morland

2017

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Employee Benefits</b>	Actual for 2015	Estimate for 2016	Year for 2017
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax		0	XXXXXXXXXXXXXXXXXX
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Resources Available:</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenditures:			
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
Unencumbered Cash Balance Dec 31	0	0	XXXXXXXXXXXXXXXXXX
2015/2016/2017 Budget Authority Amount:	4,757	0	0
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			
Tax Required			
Delinquent Comp Rate: 2.1%			
Amount of 2016 Ad Valorem Tax			

Adopted Budget

0	Prior Year	Current Year	Proposed Budget
	Actual for 2015	Estimate for 2016	Year for 2017
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax		0	XXXXXXXXXXXXXXXXXX
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Resources Available:</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenditures:			
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
Unencumbered Cash Balance Dec 31	0	0	XXXXXXXXXXXXXXXXXX
2015/2016/2017 Budget Authority Amount:	0	0	0
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			
Tax Required			
Delinquent Comp Rate: 2.1%			
Amount of 2016 Ad Valorem Tax			

City of Morland

2017

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget <b>Special Highway</b>	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	10,537	6,482	10,492
Receipts:			
State of Kansas Gas Tax	4,045	4,010	3,970
County Transfers Gas		0	0
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
<b>Total Receipts</b>	<b>4,045</b>	<b>4,010</b>	<b>3,970</b>
<b>Resources Available:</b>	<b>14,582</b>	<b>10,492</b>	<b>14,462</b>
Expenditures:			
Street Repair and Maint	8,100	0	14,462
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
<b>Total Expenditures</b>	<b>8,100</b>	<b>0</b>	<b>14,462</b>
Unencumbered Cash Balance Dec 31	6,482	10,492	0
2015/2016/2017 Budget Authority Amount:	14,380	18,477	14,462

Adopted Budget <b>Water Utility</b>	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	69,560	77,460	85,560
Receipts:			
Charges to Customers	41,736	50,000	50,000
Reimbursements	117		
Interest on Idle Funds			
Miscellaneous		500	
Does miscellaneous exceed 10% of Total Rec			
<b>Total Receipts</b>	<b>41,853</b>	<b>50,500</b>	<b>50,000</b>
<b>Resources Available:</b>	<b>111,413</b>	<b>127,960</b>	<b>135,560</b>
Expenditures:			
Salaries & Wages	12,963	20,000	20,000
Contractual	1,217	10,000	10,000
Commodities	6,916	10,000	10,000
Capital Outlay	10,457	0	93,160
Deposit Returns			
Transfer to Water Reserve	2,400	2,400	2,400
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
<b>Total Expenditures</b>	<b>33,953</b>	<b>42,400</b>	<b>135,560</b>
Unencumbered Cash Balance Dec 31	77,460	85,560	0
2015/2016/2017 Budget Authority Amount:	118,227	142,159	135,560

City of Morland

2017

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget <b>Sewer Utility</b>	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	5,596	16,311	29,147
Receipts:			
Charges to Customers	17,583	20,000	20,000
Reimbursements			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Rec			
<b>Total Receipts</b>	<b>17,583</b>	<b>20,000</b>	<b>20,000</b>
<b>Resources Available:</b>	<b>23,179</b>	<b>36,311</b>	<b>49,147</b>
Expenditures:			
Salaries & Wages	4,321	4,000	15,000
Contractual		0	
Commodities	147	764	31,747
Transfer to Sewer Reserve	2,400	2,400	2,400
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
<b>Total Expenditures</b>	<b>6,868</b>	<b>7,164</b>	<b>49,147</b>
Unencumbered Cash Balance Dec 31	16,311	29,147	0
2015/2016/2017 Budget Authority Amount:	22,432	26,664	49,147

Adopted Budget <b>Gas Line Utility</b>	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	45,649	45,623	71,023
Receipts:			
Charges to Customers	98,378	120,000	120,000
Interest on Idle Funds			
Miscellaneous		1,000	
Does miscellaneous exceed 10% of Total Rec			
<b>Total Receipts</b>	<b>98,378</b>	<b>121,000</b>	<b>120,000</b>
<b>Resources Available:</b>	<b>144,027</b>	<b>166,623</b>	<b>191,023</b>
Expenditures:			
Salaries & Wages	47,607	40,000	50,000
Contractual	263	10,000	10,000
Commodities	4,975	10,000	10,000
Capital Outlay	10,000	0	46,223
Purchased Power	30,759	33,200	70,000
Transfer to Gas Reserve	4,800	2,400	4,800
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% of Total Exp			
<b>Total Expenditures</b>	<b>98,404</b>	<b>95,600</b>	<b>191,023</b>
Unencumbered Cash Balance Dec 31	45,623	71,023	0
2015/2016/2017 Budget Authority Amount:	166,492	185,600	191,023

City of Morland

**NON-BUDGETED FUNDS**  
(Only the actual budget year for 2015 is to be shown)

2017

Non-Budgeted Funds

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
Gas Reserve		Sewer Reserve		Water Reserve		Capital Improvements		Utility Deposits		
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		Total
Cash Balance Jan 1	29,240	Cash Balance Jan 1	23,496	Cash Balance Jan 1	31,776	Cash Balance Jan 1	22,461	Cash Balance Jan 1	6,890	113,863
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
Transfer from Gas	4,800	Transfer from Sewer	2,400	Transfer from Water	2,400	Transfer from General	6,500	Deposits	10,579	
						Sale of Assets	5,752			
Total Receipts	4,800	Total Receipts	2,400	Total Receipts	2,400	Total Receipts	12,252	Total Receipts	10,579	32,431
Resources Available:	34,040	Resources Available:	25,896	Resources Available:	34,176	Resources Available:	34,713	Resources Available:	17,469	146,294
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
						Capital Outlay	10,000	Refunds	8,271	
Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	Total Expenditures	10,000	Total Expenditures	8,271	18,271
Cash Balance Dec 31	34,040	Cash Balance Dec 31	25,896	Cash Balance Dec 31	34,176	Cash Balance Dec 31	24,713	Cash Balance Dec 31	9,198	128,023
										128,023

\*\* Note: These two block figures should agree.

2017

**NOTICE OF BUDGET HEARING**

The governing body of  
**City of Morland**  
will meet on August 15, 2016 at 7:00 pm at Community Center for the purpose of hearing and  
answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

Detailed budget information is available at City Office and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2017 Expenditures and Amount of Current Year Estimate for 2016 Ad Valorem Tax establish the maximum limits of the 2017 budget.

Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2015		Current Year Estimate for 2016		Proposed Budget for 2017		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2016 Ad Valorem Tax	Estimate Tax Rate*
General	88,173	57.383	84,500	59.795	103,424	42,163	60.468
Debt Service	14,548	13.155	14,550	14.744	17,559	11,893	17.056
Library							
Employee Benefits							
Special Highway	8,100				14,462		
Water Utility	33,953		42,400		135,560		
Sewer Utility	6,868		7,164		49,147		
Gas Line Utility	98,404		95,600		191,023		
Non-Budgeted Funds	18,271						
Totals	268,317	70.538	244,214	74.540	511,175	54,056	77.524
Less: Transfers	16,100		13,700		13,700		
Net Expenditure	252,217		230,514		497,475		
Total Tax Levied	49,100		52,491		xxxxxxxxxxxxxxxxxx		
Assessed Valuation	703,944		704,067		697,274		

Outstanding Indebtedness,

January 1,	<u>2014</u>	<u>2015</u>	<u>2016</u>
G.O. Bonds	97,964	87,334	76,279
Revenue Bonds	0	0	0
Other	0	0	0
Lease Purchase Principal	0	0	0
Total	97,964	87,334	76,279

\*Tax rates are expressed in mills

**City of Morland**

City Official Title: City Clerk

**2017 Neighborhood Revitalization Rebate**

Budgeted Funds for 2017	2016 Ad Valorem before Rebate**	2016 Mil Rate before Rebate	Estimate 2017 NR Rebate
General			0
Debt Service			0
Library			0
Employee Benefits			0
			0
			0
			0
<b>TOTAL</b>	<b>0</b>	<b>0.000</b>	<b>0</b>

2016 July 1 Valuation: 697,274

Valuation Factor: 697.274

Neighborhood Revitalization Subj to Rebate: 0

Neighborhood Revitalization factor:

\*\*This information comes from the 2017 Budget Summary page. See instructions tab #13 for completing the Neighborhood Revitalization Rebate table.

**Sample Notice of Vote Publication**

**Notice of Vote - City of Morland**

In adopting the 2017 budget the governing body voted to increase property taxes in an amount greater than the amount levied for the 2016 budget, adjusted by the 2015 CPI for all urban consumers. \_\_\_\_\_ members voted in favor of the budget and \_\_\_\_\_ members voted against the budget.

<b>Sample Notice of Vote Publication</b>
------------------------------------------

<b>Notice of Vote - City of Morland</b>	
<b>Pursuant to K.S.A. 79-2925b, as amended by 2014 House Bill 2047</b>	
<b>Total Property Tax Levied</b>	
<b>2016 Budget</b>	<b>\$ 52,491</b>
<b>2017 Budget</b>	<b>\$ 54,056</b>
<b>Approved (vote) _____ to _____</b>	

**Sample Notice of Vote Publication****Notice of Vote - City of Morland****Pursuant to K.S.A. 79-2925b, as amended by 2014 House Bill 2047**

	<u><b>Total Property Tax Levied</b></u>	<u><b>Mill Rate*</b></u>
<b>2016 Budget</b>	<b>\$ 52,491</b>	<b>74.540</b>
<b>2017 Budget</b>	<b>\$ 54,056</b>	<b>77.524</b>

**Approved (vote) \_\_\_\_\_ to \_\_\_\_\_****\* 2016 mill levy is actual. 2017 mill levy is estimated.**

RESOLUTION NO. \_\_\_\_\_

*A resolution expressing the property taxation policy of the City of Morland governing body with respect to financing the annual budget for 2017*

Whereas, K.S.A. 79-2925b, as amended, provides that a levy of property taxes to finance the 2017 budget of the City of Morland exceeding the amount levied to finance the 2016 budget of the City of Morland, as adjusted to reflect changes in the Consumer Price Index for All Urban Consumers for calendar year 2015, be authorized by a resolution adopted in advance of the adoption of a budget supported by such levy; and

Whereas, K.S.A. 79-2925b, as amended, also provides that current year revenue that is produced and attributable to the taxation of (1) new improvements, (2) increased personal property valuation other than increased valuation of oil and gas leaseholds and mobile homes, (3) property located within added jurisdictional territory, and (4) property which has changed in use shall not be considered when determining whether revenue produced from property tax has increased from the preceding year; and

Whereas, City of Morland provides essential services to its citizens; and

Whereas, the cost of providing these services continues to increase.

NOW, THEREFORE, BE IT RESOLVED by the City of Morland governing body that a levy of property taxes in support of the 2017 budget exceeding the amount levied in 2016, as adjusted pursuant to K.S.A. 79-2925b, as amended, is hereby approved.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2016 by the City of Morland governing body, Graham County, Kansas.

City of Morland Governing Body

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Possible Budget Law Violation**

Welcome. You have been directed to this tab because your 2015 'total expenditures' exceed your 2015 'budget authority.'

In short, you are looking at a potential budget law violation. However, the good news is that you may have options available that will allow you to avoid a budget law violation.

#### **Can the potential violation be corrected at this time?**

If the municipality financial records have ~~not been~~ closed (i.e. an audit has not been completed, or the 2017 adopted budget has not been submitted to the county clerk) then the budget law violation can be fixed before submission of the budget to the county clerk.

#### **What should I do?**

First, review the input page information (inputPrYr tab) to ensure that the correct amount was entered for this particular fund. If your 2015 budget was amended, did you use the amended, higher budget amount?

Next, look to see if any of your 2015 expenditures can be reduced or eliminated. For example, are you showing any transfers from this fund to another? If so, consider whether you can reduce or eliminate one or more transfers.

Additionally, do your 2015 receipts contain a reimbursement (e.g. FEMA)? If so, instead of showing the reimbursement as a receipt, show the reimbursement as a negative *expenditure*.

Another option is to consider whether your fund shares expenditures with another fund. For example, your electric and water funds may split salaries between the two funds. If one of those funds is in trouble, you might be able to allocate a little more in salaries to the healthy fund in order to eliminate the violation (be sure, though, that the healthy fund has sufficient budget authority and cash

available).

The shifting of expenditures between funds, as described in the preceding paragraph, can be accomplished between any funds that share expenses.

Finally, if your general fund is healthy - it has enough budget authority and cash - then it might be used to cover the excess expenditures. (AGO No. 85-181)

### **Is amending the budget an option?**

Amending the budget is a timing issue. In order to amend the budget, you must have the complete amending process completed before the end of the calendar year. If you start at the beginning of December, then you should have enough time to amend the budget. But, if started during the middle of December, then you might not have enough time to complete the amending process. Remember the complete processing must be completed on or before the end of December and you must have at least 10 days between when published in local newspaper and when the budget hearing is held. So, if your local newspaper only publishes once a week or bi-weekly, then there might not be time enough to have the 10 day requirement between publication and the hearing.

Amending the budget can be done at any time during the budgeted year. But, amending the budget should take place before the expenditures exceed the budget authority.

### **What if the 2015 financial records have been closed?**

Well, if the municipality financial records have been closed (i.e. an audit for 2015 has been completed, or the 2017 adopted budget has been submitted to the county clerk), then the violation cannot be fixed and must be shown as it occurred.

No punitive action will be taken as a result of the violation, but you should determine what caused the violation and take steps to avoid future violations of this nature.

Thank you.

## **Possible Cash Basis Law Violation**

Welcome. You have been directed to this tab because your 2015 expenditures show that you finished the year with a negative unencumbered cash balance in this fund.

However, the good news is that you may have one or more options available that will allow you to avoid a cash basis law violation.

### **Is this a violation?**

Hopefully not. The first thing that you might do is to review K.S.A. 10-1116 to see if your fund might be one of those for which a negative cash balance is permitted.

### **What if K.S.A. 10-1116 applies?**

If the fund falls into one of the categories, then a cash basis law violation has not occurred. Please annotate to the left of the 'See Tab B' as follows: "~~10-1116 applies~~."

### **What if K.S.A. 10-1116 does not apply?**

If the fund does not fall into one of the categories, then let's explore your options, below, to see if we can help you avoid a cash basis law violation.

### **Options**

If your financial records for 2015 are not closed (i.e. an audit has not been completed, or the 2017 adopted budget has not been submitted to the county clerk) then either your fund receipts will need to be increased (transfer from another fund) or your expenditures will need to be decreased (shifting of expenditures to another fund), or a combination of the two.

Increasing your receipts through one or more transfers is contingent upon the available cash, budget authority, and statutory authority for the transfer from the fund or

funds from which one or more transfers might be made.

Another option for you to consider is the shifting of expenditures from this fund to another fund. Again, the fund to which expenditures are shifted must have available cash and budget authority in order to absorb the additional expenditures.

**What if K.S.A. 10-1116 does not apply, and no options are available to me?**

Unfortunately, under this scenario you are pretty much stuck with a cash basis law violation. However, you can accept the violation as a learning tool to help you prevent violations in the future.

Regular reviews of current year budget performance, especially from the end of the third quarter on, might allow you to determine in a timely fashion whether an increase in revenue or a decrease in expenditures is going to be needed before the end of the fiscal year in order to ensure that a fund finishes the year in good shape.

In addition to the options discussed above, during the later part of the year if a utility fund or the general fund has the cash, but not the budget authority, amending the budget might be done in order to increase budget authority so that a transfer can then be made to the struggling fund or, in the case of the general fund, there can be a shifting of expenditures from the struggling fund to the general fund.

If, in the future, you choose to amend the budget as described in the paragraph above, please remember that the amendment must occur before the end of the fiscal year.

Thank you.

## **Current Year - Possible Budget Law Violation**

Welcome. You have been directed to this tab because your estimated 2016 'total expenditures' exceed your 2016 budget authority.'

In short, you are looking at a potential budget law violation if you truly end up the year as your current estimates reflect. The good news is that you have an early indication of possible issues which can be addressed sooner rather than later.

**Should the potential for a violation be corrected at this time?**

Naturally, our preference would be that you consider your 2016 numbers to see what steps might be necessary to ensure that your expenditures do not, at year-end, exceed your budget authority for this fund.

**What should I do at this time?**

Well, the easiest thing to do at this time is to increase any underestimated revenue numbers, or decrease any overestimated expenditure numbers, or a combination of the two.

**What if I check my estimates and find that we're still on pace for a budget law violation?**

Well, let's look to see if any of your 2016 expenditures can be reduced or eliminated. For example, are you showing any transfers from this fund to another? If so, consider whether you can reduce or eliminate one or more transfers.

Additionally, do your 2016 receipts contain a reimbursement (e.g. FEMA)? If so, instead of showing the reimbursement as a receipt, show the reimbursement as a negative *expenditure*.

Another option is to consider whether your fund shares expenditures with another fund. For example, your electric

and water funds may split salaries between the two funds. If one of those funds is in trouble you might be able to allocate a little more in salaries to the healthy fund in order to eliminate the potential violation (be sure, though, that the healthy fund has sufficient budget authority and cash available).

The shifting of expenditures between funds, as described in the preceding paragraph, can be accomplished between any funds that share expenses.

A sometimes overlooked option is to use your general fund to cover the excess expenditures, assuming that the general fund is not the one that's in trouble and that it has the budget authority and cash to absorb additional expenditures.

Finally, If none of the above options can be applied and the fund has an unencumbered cash balance which will cover the estimated overage, the budget can be amended before the end of the fiscal year. Remember, though, that the amendment process must occur before the end of the fiscal year.

If the fund does not have enough ending cash so that an amendment will cover the expected overage, but another fund does have enough unencumbered cash (along with budget authority and statutory authority to transfer to the fund with the potential budget law violation), go ahead and make the transfer and then amend the budget.

Thank you.

## **Current Year - Possible Cash Basis Law Violation**

Welcome. You have been directed to this tab because your 2017 estimated expenditures show that at the end of this year you will have a negative unencumbered cash balance in this fund.

However, the good news is that you may have one or more options available that will allow you to avoid a cash basis law violation.

### **Should this be fixed?**

Yes, by all means. You really don't want to end this year with a negative cash balance in the fund. At a minimum you will want your ending cash balance to be \$0.

Now, it is possible that this is one of those funds which may, under K.S.A. 10-1116, end the year with a negative cash balance, but otherwise you will want to make sure that it does not.

### **What should I do at this time?**

Well, the easiest thing to do at this time is to increase any underestimated revenue numbers, or decrease any overestimated expenditure numbers, or a combination of the two.

### **What if I check my estimates and find that we're still on pace for a budget law violation?**

Either your fund receipts will need to be increased before the end of the year (transfer from another fund) or your expenditures will need to be decreased before the end of the year (shifting of expenditures to another fund), or a combination of the two.

So, let's look to see if any of your 2016 expenditures can be reduced or eliminated. For example, are you showing any transfers from this fund to another? If so, consider whether

you can reduce or eliminate one or more transfers.

Additionally, do your 2016 receipts contain a reimbursement (e.g. FEMA)? If so, instead of showing the reimbursement as a receipt, show the reimbursement as a negative *expenditure*.

Another option for you to consider is the shifting of expenditures from this fund to another fund. Again, the fund to which expenditures are shifted must have available cash and budget authority in order to absorb the additional expenditures.

The shifting of expenditures between funds, as described in the preceding paragraph, can be accomplished between any funds that share expenses.

On the revenue side of the fund you might increase your receipts through one or more transfers, contingent upon available cash, budget authority, and statutory authority for the transfer from the fund or funds from which one or more transfers might be made.

A sometimes overlooked option is to use your general fund to cover the excess expenditures, assuming that the general fund is not the one that's in trouble and that it has the budget authority and cash to absorb additional expenditures.

Thank you.

**~~Proposed Budget Year - Possible Budget Law Violation~~**  
**~~No Levy Funds~~**

Welcome. You have been directed to this tab because your estimated 2017 'total expenditures' exceed your 2017 Unencumbered cash balance Dec 31.'

In short, you are looking at a budget law violation if you adopt a budget in which there exists a fund with a negative ending cash balance.

**Should this be fixed before we adopt the budget?**

Yes. The budget law mandates that fund expenditures shall balance with anticipated revenue. A fund ending cash balance should end either in \$0 or a positive cash balance.

**How do I fix the violation?**

The negative cash balance can be remedied by increasing the anticipated receipts or by reducing the proposed expenditures, or a combination of the two.

**Is there a benefit to having a positive cash balance?**

If the municipality governing body chooses to adopt a budget whereby the no levy fund has a positive ending balance, that's okay. But, we recommend that the fund be budgeted to end with a \$0 balance.

Why? Well, remember that no levy funds do not result in a levy of property tax dollars. So, there is no impact to the property taxpayer from a budget which utilizes all anticipated revenue in the upcoming year.

The advantage to the municipality of budgeting the no levy fund to end the budget year with a \$0 balance is that it provides the municipality with maximum spending authority. In the event the municipality is faced with unanticipated

spending during the budget year it will not need to amend its budget to do so.

Of course, by budgeting to \$0 the municipality does not have to spend down to \$0, but the authority to do so without a budget amendment is there in the event that a need to do so should arise.

Thank you.

## How to Compute the Value of One Mill, and the Impact of Tax Dollars and Assessed Valuation on Mill Rates

\* \* \* \* \*

### To Compute the Value of One Mill

#### Example #1 and Formula

This example allows you to compute a mill rate. Simply input in the green area the total assessed valuation for your municipality.

#### Formula:

Assessed valuation = X

$X / 1000 = \text{value of one mill}$

**Computation of Example:** \$312,000,000 (assessed valuation) / 1000 = \$312,000 (value of one mill)

In this example, one mill for the municipality will generate \$312,000 in taxes.

Input the assessed valuation:                      = \$312,000,000

$\$312,000,000 / \quad 1000 \quad = \quad \$312,000.00$

#### Formula:

\$312,000,000 (assessed valuation)    /            1000            =    \$312,000.00 (value of one mill)

\* \* \* \* \*

### To Determine a Mill Rate Increase

## Example #2 and Formula

Example #2 allows you to compute the impact on mill rate by a specific dollar amount of property tax. This example might be useful at a budget hearing when the governing body is making small adjustments to one or more property tax funds and would like to know the impact of those changes on the total mill rate. As with the first example, input the municipality's total assessed valuation in the first green box, and with the second green box input the amount of property tax dollars under consideration.

### Computation of Example:

The **first step** is to determine the value of one mill:

$$\$312,000,000 \quad / \quad 1000 \quad = \quad \$312,000.00$$

In the **next step**, we will determine the increase:

$$\$50,000 \text{ (increased property tax)} / \$312,000 \text{ (mill value)} = .160 \text{ increase to the mill rate}$$

Formula:				
\$312,000,000	(asd. val.)	/	1000	= \$312,000.00 (value one mill)
\$50,000	(property tax)	/	\$312,000.00 (mill value)	= 0.160 (mill rate increase)

\*\*\*\*\*

### Impact of a Property Tax Increase on a \$100,000 Home

### Example #3a and Formula

Example #3a allows you to quickly compute the standard "impact of a property tax increase on a \$100,000 home" (or any other residential property value, for that matter). Using the same information as in example #2, the additional piece of information to input in this example is a residential property value. Additionally, residential property is assessed at 11.5% of its value (K.S.A. 79-1439(b)(1)(A)).

#### Computation of Example:

The **first step** is to determine the mill rate:

$\$312,000,000 / 1000 = \$312,000$  (example #1)

$\$50,000 / \$312,000 = .160$  mills (example #2)

The **second step** is to determine the residential property assessed value:

$\$100,000 \text{ home} \times .115 = \$11,500$  (assessed value)

The **last step** is to determine the property tax increase:

$\$11,500 \text{ (assessed value)} \times .160 \text{ (mill rate)} / 1000 = \$1.84$

The increase in property tax for a \$100,000 home will be \$1.84

#### Formula:

First Step:	(assessed valuation) \$312,000,000	/	1000	=	\$312,000.00	(value of 1 mill)
Second Step:	(increased prop. tax) \$50,000	/	(value of 1 mill) \$312,000.00	=	0.160	(increase mill rate)
Third Step:	(value of the home) \$100,000	x	0.115	=	\$11,500	(assessed value)
Result:	(assessed value) \$11,500	x	(increase mill rate) 0.160	/	1000	= (increase tax) \$1.84

\*\*\*\*\*

### Impact of a Property Tax Increase on Unimproved Ag Land

#### Example #3b and Formula

Example #3b uses the same computation as example #3a, except in this case we are computing the impact of property taxes on unimproved agricultural land. Unimproved agricultural land is assessed at 30% pursuant to K.S.A. 79-1439(b)(1)(B)).

<b>Formula:</b>					
First Step:	(assessed valuation) \$312,000,000	/	1000	=	\$312,000.00 (value of 1 mill)
Second Step:	(increased prop. tax) \$50,000	/	(value of 1 mill) \$312,000.00	=	0.160 (increase mill rate)
Third Step:	(value of the property) \$2,500,000	x	0.300	=	\$750,000 (assessed value)
Result:	(assessed value) \$750,000	x	(increase mill rate) 0.160	/	(increase tax) 1000 = \$120.19

\*\*\*\*\*

### Impact of a Property Tax Increase on Commercial, Industrial, Railroad, and Improved Ag Land

#### Example #3c and Formula

Example #3c uses the same computation as examples #3a and #3b, except in this case we are computing the impact of property taxes on commercial, industrial, railroad, and improved agricultural land. The foregoing categories of land are assessed at 25% pursuant to K.S.A. 79-1439(b)(1)(F)).

<b>Formula:</b>					
First Step:	(assessed valuation) \$312,000,000	/	1000	=	\$312,000.00 (value of 1 mill)
Second Step:	(increased prop. tax) \$50,000	/	(value of 1 mill) \$312,000.00	=	0.160 (increase mill rate)
Third Step:	(value of the property) \$2,500,000	x	0.250	=	\$625,000 (assessed value)
Result:	(assessed value) \$625,000	x	(increase mill rate) 0.160	/	(increase tax) 1000 = \$100.16

\*\*\*\*\*

## Impact of Total Mills on an Individual Home

### Example #4 and Formula

To compute the impact of all mills to be levied against a specific home valuation, simply key in the "value of the home" green area with the home valuation, and the total mill rate in the "total mill rate" green area (number at bottom of 'Estimate Tax Rate' column on the budget summary page). Remember, a computation using the above described information does not take into account taxes that may be levied by other municipalities.

<b>Formula:</b>					
First Step:	(value of the home) \$100,000	x	(residential %) 0.115	=	(assessed value) \$11,500
Second Step:	(assessed value) \$11,500	x	(total mill rate) 52.869	/	(impact, total mills) 1000 = \$607.99
*****					
<b>How to Achieve the Same Mill Rate as the Year Before</b>					
<b>Example #5 and Formula</b>					
Maybe your governing body wants the budget to have the same mill rate as the year before. This is not an unusual goal of municipality governing bodies. To do so simply key in the desired mill rate in the first green box, the preliminary total assessed valuation in the second green box, and hit "enter." The result will be the amount in dollars that you must levy (total of all tax levy funds) in your proposed budget.					
<b>Formula:</b>					
	(desired mill rate) 52.869	x	(total assd. valuation) \$312,000,000	/	(total taxes levied) 1000 = \$16,495,128.00

## **Helpful Links**

Municipal Services (Kansas Department of Administration, Accounts and Reports) – Budget forms, confirmation of payments, transfer statutes, non-budgeted fund statutes, etc.

<http://www.da.ks.gov/ar/muniserv/>

State Debt Setoff Program (Kansas Department of Administration, Accounts and Reports) – Passive collection tool to assist municipalities with collection of unpaid utility bills, etc.

<http://www.da.ks.gov/ar/setoff/>

League of Kansas Municipalities – City-County Highway Fund estimates

<http://www.lkm.org/resources/budgettips/>

League of Kansas Municipalities – Directory of Kansas Public Officials

<http://www.lkm.org/publications/dokpopop.html>

Kansas Legislature – Kansas Statutes (usually updated in January), House and Senate Bills, etc.

<http://www.kslegislature.org/legsrv-statutes/index.do>

Kansas Attorney General Opinions

<http://ksag.washburnlaw.edu/>

Kansas State Treasurer – Municipal Distributions

<http://www.kansasstatetreasurer.com/prodweb/dist/index.php>

Kansas Department of Revenue

<http://www.ksrevenue.org/>

Kansas Department of Revenue – Property Valuation

<http://www.ksrevenue.org/pvd.htm>

Kansas Pooled Money Investment Board – Investment of Idle Funds in the Municipal Investment Pool

<https://www.pooledmoneyinvestmentboard.com/>

The following changes were made to this workbook on 1/27/2016

1. Inserted 2015 CPI percentage on computation tab.

The following changes were made to this workbook on 8/28/2015

1. Added edits related to adoption of a resolution
2. Added a sample resolution tab
3. Added a third notice of vote option
4. Added to each fund a "cash forward" expenditure line item
5. Added a total tax levy comparison tool adjacent to each tax levy fund
6. On tax levy funds NR estimate shown as a negative receipt

The following changes were made to this workbook on 1/21/15

1. Inserted 2014 CPI percentage on computation tab.
2. Corrected formula in cell d24 of library grant tab.

The following changes were made to this workbook on 9/22/14

1. Various workbook changes associated with commercial vehicle and watercraft tax estimates.

The following changes were made to this workbook on 9/16/14

1. Corrected the print margins of the general fund tab.

The following changes were made to this workbook on 8/4/14

1. Update of State Library contact name on library grant tab.

The following changes were made to this workbook on 7/9/14

1. Correction to formula in cell j44 of the computation tab worksheet.

The following changes were made to this workbook on 5/7/14

1. Several changes to workbook associated with 2014 HB 2047.

The following changes were made to this workbook on 4/2/14

1. "Budget Authority Amount" cell added to budget year column of all funds.

The following changes were made to this workbook on 1/13/14

1. Corrected formulas for column totals on general fund detail page.

The following changes were made to this workbook on 3/21/13

1. Instruction tab narrative modification

The following changes were made to this workbook on 1/31/13

1. Corrected formula in cell e28 of Library Grant tab

The following changes were made to this workbook on 10/8/12

1. Added "ordinance required? yes/no" message to area adjacent to each tax levy fund

The following changes were made to this workbook on 4/10/12

1. Corrected addition computation in column D, inputPrYr tab

The following changes were made to this workbook on 3/22/12

1. Concatenate at line 9 of the Certificate page changed to reference cell F1
2. Corrected misspelling of word "limitations" on line 9 of the Certificate page.

The following changes were made to this workbook on 2/22/12

1. Library Grant tab, updated State Library e-mail contact address

The following changes were made to this workbook on 8/16/11

1. Instructions tab, added #1c for adjusting ad valorem taxes
2. Instructions tab, changed #3 for adding name of official for Budget Summary page
3. Instructions tab, added #3b for new max published date on 'inputBudSum' tab
4. Instructions tab, changed #6 to remove slider column and computations
5. Instructions tab, added #10 for explain about 'Library Grant' tab and Library fund page
6. Instructions tab, changed #11 now Debt Service and Library funds are on the same tab (hard coded Cert & Summar
7. Instructions tab, added #11a for numbering of the General and General Detail pages
8. Instructions tab, changed #11b to reflect all tax levy pages with 'Projected Carryover' table
9. Instructions tab, changed #11c to reflect all tax levy pages with 'Desired Carryover' and warning about delinquency
10. Instructions tab, added #11d for last year mill rate, proposed total mill rate, and last year total mill rate
11. Instructions tab, changed #11e to remove page number 7 as the General page number might change if Library is us
12. Instructions tab, changed #12b added name of official
13. Instructions tab, added #12c for computation of one mill
14. Instructions tab, changed #12d added the name of the tables and warning about delinquency rate if used
15. Instructions tab, changed #12e added the name of the table and warning about delinquency rate if used
16. Instructions tab, changed #12f added that not signing the Budget Summary page will not require to be reprinted
17. InputPrYr tab, added column for adjusting ad valorem taxes to reflect a better picture of actual taxes received, allow a rate to be used to compute the new amount, and links the new amounts to the appropriate fund page, if used, otherwise used the original amounts
18. InputPrYr tab, hard coded Library in the tax levy funds section along with General and Debt Service
19. InputOth tab, section for Computation of Delinquency, change to % from rate and provided example, link to all tax levy fund page will show as % vs rate

20. InputBudSum tab, added official name and latest date for publication of Notice of Budget Hearing
21. Cert tab, under Table of Content, added Computation to Determine State Library Grant
22. Cert tab, right justified figures versus having figures centered
23. Cert tab, put spaces between governing body signatures block
24. Mvalloc tab, removed slider column and computation for slider
25. All tax levy fund pages removed the link from Mvalloc tab for slider and converted cells to blank
26. Debt and Lpform tab added a blank new column at left side and formatted 'type of debt' and 'item purchased'
27. All fund pages changed the year column heading, example 'Prior Year Actual' to 'Prior Year' second line 'Actual Y
28. Change out the 'Mill Rate Computation' tab so to agree with the website
29. Added KSA 14-568 to transfer tab
30. All tax levy fund pages added 'Mill Rate Comparison' table
31. Created new Library Grant tab for determining if the library would be approved for a grant
32. Change Debt Svs tab to DebtSvs-Library
33. DebtSvs-Library tab, for Library fund page added message for qualify for grant or see Library Grant tab
34. Certificate tab added a place for the email address of the assisted by
35. General tab, link page number with detail page number to show 7 without a library fund or 8 with a library fund

The following changes were made to this workbook on 6/30/11

1. Certificate page: supplied link to input prior year tab to pull statutory reference for tax levy fund (cell B23 on certifi

The following changes were made to this workbook on 6/17/11

1. Debt Service fund page: total receipts formula changed to eliminate reference to unencumbered cash (cell C6)
2. Summary page: corrected cell reference in current year expenditures, cell D26

The following changes were made to this workbook on 5/26/11

1. Tabs level page 9 and 10 cell D32 formatting change reference C34 to D34 and cell D69 reference from C71 to D71

The following changes were made to this workbook on 5/6/11

1. Summary tab correct cells J28, J29, M28, and M29 as wrong cell reference and formula error

The following changes were made to this workbook on 4/19/11

1. Summ tab changed proposed year expenditure column to 'Budget Authority for Expenditures'
2. Mvalloc/slider column cell corrections.

The following changes were made to this workbook on 3/16/11

1. DebtService tab corrected cell E20 total computation
2. Mvalloc tab corrected table link with InputPrYr ad valorem taxes
3. Debt Service tab corrected cell G34 from E21 to E20

The following changes were made to this workbook on 8/20/10

1. All pages removed the revision date
2. All tax levy fund pages reduced the columns and revised the bottom of pages for see tabs
3. Instruction tab added lines 11c (last year mill rate), 11d (desired mill rate), 10a(project carryover), 10b (Desired Carryover), 10g (project carryover Debt/road, and 14 (protection)
4. Certificate tab change the 'Expenditure' heading by adding 'Budget Authority for Expenditures'
5. Certificate tab added additional lines for the governing body signatures
6. Certificate tab add the year in the block for 'County Clerk Use Only'
7. Certificate tab moved the 'County Clerk's Use Only' from center to right
8. Debt tab expand the 'Date' columns and removed two lines from the 'Other Section'
9. Gen tab added revenue line for 'Compensation Use'
10. Gen tab added table for 'Projection of Cash Carryover'
11. Gen tab added table for 'Desired Carryover'
12. Gen tab redefine print que to not include tables
13. Gen tab hid the comp for see tabs
14. DebtService tab reduced the Debt Service fund page and added a fund
15. DebtService tab added table for 'Projected Carryover'
16. DebtService tab redefine print que and hid comp for see tabs
17. Levy page9 and page10 tab hid comp for see tabs
18. Summ tab merged cells above the 'City Official Title' and center a name if used
19. Summ tab link the City Official Title to inputBudSum tab
20. Summ tab changed proposed year expenditure column to 'Budget Authority (Includes Carryover)'
21. Summ tab added four tables to the right of the form
22. InputBudSum tab added line for City Official Title and provided an example
23. Revised TransferStatutes and NonBudFunds tabs
24. Added Mill Rate Computation tab
25. Summ tab redefine print que
26. Add Helpful Links tab
27. Certificate page deleted state block
28. Inputoth tab changed Actual Delinquency tax from -2 to -3

The following changes were made to this workbook on 1/05/10

1. Instruction tab added line 7b concerning schedule of transfers adjustments
2. Transfers tab changed note so to identify current and proposed columns for non-budgeted funds transfers
3. Transfers tab changed first two column heading adding 'expenditures' and 'receipts'

The following changes were made to this workbook on 12/28/09

1. Nhood tab added note for computing table
2. SpecHwy and No Levy Page 12 tabs changed conditional statements

The following changes were made to this workbook on 12/08/09

1. Instruction tab, added step 3 for 'inputBudSum'
2. Added tab 'inputBudSum'
3. Changed Budget Summary replacing the green areas for date/time/location so info comes from inputBudSum tab
4. Deleted lines on Budget Summary reference in #3

The following changes were made to this workbook on 10/2/09

1. Cert tab line 14, added 'If amended....'
2. Created TransferStatute tab
3. Created NonBudFunds tab
4. Instructions tab added 6b for the TransferStatute tab
5. Added 'See Tab A-E' for violations
6. Changed each fund page removing 'Yes' and 'No' replacing with 'See Tab' for possible violation
7. Nonbud tab changed Net Violation to July 1
8. Instruction tab changed 9i to k for 'See Tab'
9. Certificate tab moved the Assisted By: and added more lines for governing body signatures

The following changes were made to this workbook on 7/16/09

1. Mvalloc tab, changed the table reference in each cell from 'D' to 'E'
2. Debt tab, moved the footer information down so as not show in the table
3. Debt Service tab, for the actual column, changed alignment so figures appear on the right side versus the left
4. Levy page '9' and '10', removed the protection from the 'green' input areas

The following changes were made to this workbook on 4/24/09

1. Transfer tab - changed the column heading dates as had wrong reference cell

The following were changed to this spreadsheet on 3/19/09

1. Change Certificate page Bond & Interest to Debt Service

The following were changed to this spreadsheet on 2/23/09

1. Instructions concerning submitting of the budget...required electronic.
2. Input Other tab changed line 51 from Budget Summary to Budget Certificate.
3. On the general tab lines 25 and 26 merged the cells in column c/d.

The following were changed to this spreadsheet on 8/13/08

1. Input tab (inputPrYr) added column for the current year expenditures.
2. Statement of Indebtedness (debt) added lines to all categories.

3. All tax levy funds and no tax levy funds fund pages made the following changes:

3a. Made the total expenditures block for the actual and current year to turn 'Red' if violation occurs.

3b. Unencumbered Cash for the actual year turn 'Red' if violation occurs.

3c. In statements about violations, if no violation occurs, then a red 'No' will appear.

4. All tax levy fund pages abbreviated the non-appropriated, total expenditures/non-appropriated, and delinquency computation rate.

5. Special Highway and all no tax levy fund pages added to the proposed column unencumbered cash balance block will turn red and below will say in red 'Budget Violation' if the cash balance is negative.

6. Neighborhood Revitalization (nnhood) took off the protection for the page number and made the estimate rebate round the figures to whole dollars

7. Instruction page have changed all reference for Bond & Interest to Debt Service.

7a. Added instruction line 4a to explain about no-rund warrants and temporary notes can be added to the debt service on the Computation to Determine Levy Limit

7b. Added instruction line 9d to explain more about the debt service fund page can included for debts.

8. Added to the instruction page lines 11a - 11c to provide a little more insight for the Neighborhood Revitalization rebate

9. Added instruction line 2b to explain how to delete delinquency rate from tax levy fund pages.

10. Changed the Bond & Interest tab (B&I) to Debt Service tab (DebtService).

11. Changed the revised date on all pages changed.

12. Added instruction lines 9j to 9l for additional edits for budget authority.

13. Added to instruction line 9c about the miscellaneous receipt for the proposed year takes into account the ad valorem taxes for the 10% Rule.

14. Added to instruction line 6 for using chartered ordinance number in place of statute reference.

The following were changed to this spreadsheet on 7/01/08

1. Added instructions to 9f for the nonbud tab explaining about negative cash balance.

2. Changed the formula for unencumbered cash balances for nonbud to show a negative balance.

3. Added box under unencumbered cash balance for nonbud to reflect a negative ending cash balance.

4. Changed foot note to reflect the changes made on 7/1/08 to the above tabs.

The following were changed to this spreadsheet on 5/08/08

1. The Non-Budgeted Funds form was changed from 'Only the actual budget year shown' to read '*Only the actual budget year for YYYY is to be shown*'.

2. The page revised date has been changed.

The following were changed to this spreadsheet on 8/06/2007

1. Instruction were changed: POC change from Roger to ARMUNIS, got rid about us providing disk, took the input page and split to input prior budget information and input other, with more in-depth of forms and fund page, and more in-depth on the budget summary page.
2. All pages have a revision date.
3. Hard coded the Bond & Interest on Certificate and Summary pages.
4. All dates on the spreadsheet are controlled from input on the input Prior Year page.
5. Computation to Determine Limit now has the debts amounts link within the spreadsheet.
6. Schedule of Transfers have the transfers totaled and link to the budget summary page.
7. Added a single page for no tax levy fund page.
8. Now can key in the official title on the budget summary page.
9. Now have the indebtedness prior year added to the input page and link with the budget summary page.
10. Added three input spaces for League's highway estimates and link to Special Highway page. Included a note about usage to County Road System.
11. Added Neighborhood Revitalization, LAVTR, City and County Revenue Sharing, and Slider to the input page and to the General Fund page.
12. Changed the Budget Summary Heading to include Actual/Estimate/Proposed with the budget year.
13. Changed the delinquency rate formula for all levy funds.
14. Changed the Certificate page so the county name flows instead of having unneeded spaces.
15. Using the actual ad valorem rates from the Clerk's information versus from the Certificate page.
16. Delinquency rate for actual for 3 decimal and note that rate can be up to 5% over the actual rate.
17. Computation to Determine Limit changed the note on bottom to include publish ordinance and attach the published ordinance to the budget.
18. Add total section for Schedule of Transfers and linked the total to the Budget Summary page.
19. Added column to show when debt retired on the Indebtedness page.
20. Special Highway page added line for County Transfer Gas and linked adjustment for prior and county transfer gas from the input page (inputoth).
21. add non-budgeted page(nonbud) and link to Certificate and Budget Summary
22. Added to instructions about non-appropriated balance are limited to 5%.
- 23 Added warning "Exceeds 5%" on all fund pages for the non-appropriated balance and cause to be red if exceeded.
24. Made the Schedule of Transfers it's own worksheet.
25. Created Neighborhood Revitalization table added links to all fund pages.
26. Added to the instructions about neighborhood revitalization.
27. Added Slider to the Vehicle Allocation table and linked to the fund pages.
28. Added to all budgeted fund pages the budget authority for the actual year, budget violation, and cash violation.
29. Added instruction on the addition for item 29.
30. Added miscellaneous line item for receipt and expenditure and add line for "Exceed 10% Rule' and make the block red if exceeded.
31. Added instructions for the 10% Rule.

33. Expanded on the preparation of budget note 10 for instructions for the Notice of Budget Hearing.
34. Added 'excluding oil, gas, and mobile homes' to lines 8 and 14 on Clerks budget info on tab inputoth.



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